<u>Menu Item</u>	<u>Page</u>	<u>Video if available</u>
ATS De	sktop	
Adding or Searching for Athletes	<u>2-3</u>	Add Athlete Import Athletes
Injury Tab	<u>4</u>	Add Injury Daily Info Entry Add Modality Bulk Modality
Note/Staff/MSG & General Info	<u>5</u>	Secure Message
Concussions	<u>6</u>	<u>Concussion</u>
Medical History	<u>7</u>	
Insurance & Emergency	<u>8</u>	
eFiles & Paperwork	<u>9</u>	<u>eFile</u> <u>Paperwork</u>
Athlete Forms & Athlete Login History	<u>10</u>	<u>Forms</u>
Additional Info & Medication & Strength	<u>11</u>	Medication Strength
ATS Staf	f Portal	·
Adding or Searching for Athletes	<u>12</u>	Add Athlete Import Athletes
Teams & Address & Other	<u>13</u>	
Communications & Additional Info & Academic Eligibility	<u>14</u>	
Medical History & Injury	<u>15</u>	Add Injury Daily Info Screen
Modalities & Medication	<u>16</u>	Modality Bulk Mod.
Rehab & Limitation & Services	<u>17</u>	Rehab Limitation
Note/Staff/MSG & Concussions	<u>18</u>	<u>Concussion</u>
Referral & Insurance	<u>19</u>	Referral Add Med Provider
Emergency Contact, eFile & FM Eval	<u>20</u>	
Strength & Comments	<u>21</u>	
<u>Supplemental</u>	Videos/D	OCS
Full Training Video		<u>User Training</u>
Basic User Guide		User Guide Doc
Full breakdown of the ways to communicate with athletes		Communication Help Doc

There are a multitude of different screens, and ways to manage your athlete information. This document it really designed to show you some general way to access, add, modify and manage all aspects of the athlete.

### Add an Athlete:

Athletes	Injuries	Modalities	Rehabs	
👫 🛛 Add at	n Athlete			
Add a	n Athlete (	Quick)		Athlete Add

Use the above menu items or Icon to add an athlete to the database. For more details on the process, check out the Basic User Guide. Before adding athletes, you must have teams set up and permission for those teams. Every athlete must be on at least one team, and active. The other required fields will vary depending your System Administrator and what they have made required.

# Search for an Athlete:

_									
At &	hletes Injuries Modalities Re Add an Athlete Add an Athlete (Quick)	habs		Strength	Meds			<b>R</b>	
	Search Athletes Modify Athlete Info Seasonal Athlete Update	•	<ul><li>By Athle</li><li>By Team</li></ul>	te		Carek Manta	Athlete Search List	Athlete Search Name	Athlete Search Team
	List/Query Tool Multiple Athlete to Team Utility		By Emer By Orga By Athle		t Name				red your athl nselves thro
	"Quick" Functions Quick Multi-Function "Bulk" Functions	•	By First		nactive o	r Archived)	U U		hing else to t
đ	Check Out Equipment Send Athlete a Form to Complete Process Emails & Text Messages		Inactive Importe	l Athletes On Status on a T d or Marked t Not Listed or	eam o be Purg	red		•	, allow you
	Staff Evaluations Physician/Staff Review	+ +	By Statu	Not Listed of is on Team A/HS Submit 1					on the optior

etes into the system, or they gh the portal, you can then e info you need.

to search your list of your you choose.

The menu allows all of the users to search for athletes

Athlete		Team _ Cleare	ed Player Position	Birthdate	Gender	Fmail	Phone #	Cell #	Text Msg	Web Date	Kiosk Date	Last Physical	Paper Comp	Cog Con	Phys Exp	CTP Status	Athlete ID
Allen, Shannon	Senior	Joe Tech Women Womens	a mayor roadon	5/16/1999		joe@kefferdevelopme	THORE #	Guin	Tokt may	3/31/2021	Nosk Date	Luar Hyarou			This Dip	Cleared	951753
Balboa, Rockv	Senior	Joe Tech Men Footbal		7/20/1990	Male					0/0//2021	10/8/2020					Cleared	201432
Barnes, Jessica	Senior	Men Sent by ATS		9/11/2000	Female		999-867-5309	999-867-5309			107 07 2020					Gioarda	LOTIOL
Bateman, Daniel	Senior	Joe Tech Men Football		7/25/2000	Male						7/17/2020	08/01/20			04/26/21	Cleared	987654
Beechum. Claire	Senior	Joe Tech Women Softball		7/14/2020	Female									Π			
Billingsley IV, Don	Freshman	Joe Tech Men Football		6/13/2001	Male						7/17/2020					Cleared	312652
Brown, Barry	Freshman	Joe Tech Men Baseball		7/14/2000	Male											Cleared	159753
Campbell, Julius	Junior	Joe Tech Men Football		9/15/2001	Male									П		Cleared	864585
Clark, Billv	Grad 2019	Joe Tech Men Baseball		5/19/1998	Male						4/9/2021			П		Cleared	1654894
Davis, Crash	Grad 2021	Joe Tech Men Baseball		1/14/1998	Male j	joe@kefferdevelopme				4/28/2021	4/9/2021	04/05/21				Cleared	74741
Engelland, Ashley	Junior	Joe Tech Coed Track		8/14/1999	Female											Cleared	124578
Falco, Shane	Senior	Joe Tech Men Football		6/29/1997	Male j	joestreckfus.atc@gm					2/19/2021					Cleared	48757
Franklin, Clifford	Junior	Joe Tech Men Football		11/25/2000	Male											Cleared	8675309
Grant, Kierra	Freshman	Joe Tech Women Womens		4/14/2005	Female j	joestreckfus@gmail.c										Cleared	15748
Gruff, Nigel	Senior	Joe Tech Men Football		9/19/1998	Male											Cleared	4567897
Hinson, Dottie	Junior	Joe Tech Women Softball		5/25/2000	Female											Cleared	145978
Hooch, Marla	Senior	Joe Tech Women Softball		10/8/1998	Female											Cleared	36574102
Jefferies, Jamal	Sophomore	Joe Tech Men Mens Basket		8/27/1999	Male											Cleared	258963
Keller, Kit	Junior	Joe Tech Women Softball		6/26/2000	Female											Cleared	456123
LaLoosh, Nuke	Grad 2019	Joe Tech Men Baseball		5/14/1999	Male											Cleared	1598777
Miles, Boobie	Junior	Joe Tech Men Football		6/19/2000	Male											Cleared	897946
Murphy, Doris	Sophomore	Joe Tech Women Softball		3/13/2000	Female											Cleared	987321
O'Riley, Heather	Junior	Joe Tech Women Womens		6/14/2001	Female j	joestreckfus.atc@gm				1/8/2021						Cleared	685217
Palledorous, Michael	Senior	Joe Tech Men Baseball		11/14/2000	Male											Cleared	789456
Porter, Hamilton	Senior	Joe Tech Men Baseball		4/15/1997	Male											Cleared	786514
Rodriguez, Benny	Senior	Joe Tech Men Baseball		4/19/2000	Male											Cleared	98247
Ruth, Baby	Junior	Joe Tech Men Baseball		7/28/1991	Male											Cleared	400558
Smalls, Scotty	Freshman	Joe Tech Men Baseball		8/14/1998	Male											Cleared	153411
Smith, Anne	Sophomore	Joe Tech Women Womens		2/12/2001		joestreckfus@gmail.c										Cleared	8529363
Smith, Jimmy	Junior	Joe Tech Coed Track		1/15/1998	Male											Cleared	1234567
Smith, Mary	Senior	Joe Tech Coed Track		6/22/1997	Female											Cleared	963852
Streckfus, Joe	Senior	Joe Tech Men Baseball		1/1/1990	Male												
Test, Testy	Sophomore	Joe Tech Men Football		10/2/1995	Male j	joestreckfus@gmail.c				1/22/2021	12/4/2020					Cleared	12345
Winchell, Mike	Senior	Joe Tech Men Football		4/26/1999	Male											Cleared	987456
Yost, Jonathan	Freshman	Joe Tech Coed Track		1/1/2000	Male											Cleared	475757

The screen shown above, shows that your list of athletes, could be from a team or the athlete search list. If you maximize the screen, or use the scroll bar at the bottom of the screen you will see all of the information shown here.

Record: 14 4	1 Of 3	15 🕨 🔰															
A B C D I	EFGH	I J	K L	MN	0	PQ	R S	Т	U	٧١	V	ХҮ	Z	Re	set Search	Save	Order
Clear R	efresh	<b>b</b> 🌮	2	<b>(</b>	õ	≛	View		New			То	Exc	el	Print		Close

#### Search for an Athlete:

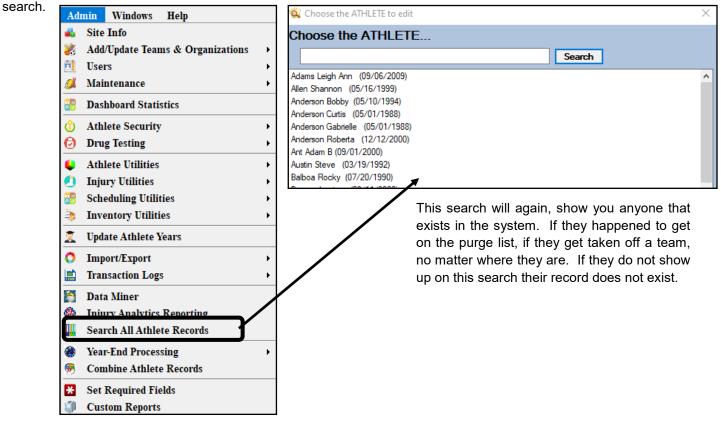
The Quick Multi-Function allows you to filter the athletes that exist in the database, and see all of their demographic and other information in one place. This keeps you from going in and out of multiple profiles.

It has a search and a team filter at the bottom, as well of several other features, that can aid in efficient entry and viewing of data.

For more specific information and a full overview of the QMF, please check out the <u>Quick Multi-Function</u> help doc.

Quick Multi-Function										
Athlete	▲ Year	Team	Player Position	Cleared	PPWK	CCC	Birthdate	Gender	Email	
Adams, Leigh Ann	Senior	Joe U North Coed Badminton					9/6/2009	Female	XXXXXXX	_
Allen, Shannon	Senior	Joe Tech Women Womens				П	5/16/1999	Female	joe@kefferdev	elopme
Anderson Jr., Bobby	Junior	Men Sent by ATS					5/10/1994	Male		
Anderson, Curtis	Junior	Joe U East Coed Underwater					5/1/1988	Male		
Anderson, Gabrielle	Freshman	Men Sent by ATS					5/1/1988	Male	xxx@xxx.xxx	
Anderson, Roberta	Sophomore	Men Sent by ATS					12/12/2000	Other		
Ant, Adam B	Freshman	Men Sent by ATS					9/1/2000	Male		
Austin, Steve	Sophomore	Men Sent by ATS					3/19/1992	Male		
Balboa, Rocky	Senior	Joe Tech Men Football					7/20/1990	Male		
Barnes, Jessica	Senior	Men Sent by ATS					9/11/2000	Female		
Bateman, Daniel	Senior	Joe Tech Men Football					7/25/2000	NB		
Beechum, Claire	Senior	Joe Tech Women Softball					7/14/2020	Female		
Billingsley IV, Don	Freshman	Joe Tech Men Football					6/13/2001	Male		
Bond, James JJ	Junior	Men Sent by ATS					11/30/1996	Male		
Contacts Vaccinations Alerts/		M (			i <b>-</b>			••••	*	>
Contacts Vaccinations Alerts/ Paperwork Athlete F	(Notes Forms eFiles	Notes Physicals Insure		s Team	Gene	_		kle Cell	Cardiac CO	VID-19
Contacts Vaccinations Alerts/ Paperwork Athlete F	/Notes	Notes Physicals Insure	Emer Concus ate Verified Comr	s Team		_	cad Elig Sic Mark as	kle Cell Last U	pdated via Po	VID-19 rtal
Contacts Vaccinations Alerts/ Paperwork Athlete F	(Notes Forms eFiles	Notes Physicals Insure		s Team	Gene	_	cad Elig Sic	kle Cell Last U Athlete	pdated via Po	VID-19 rtal
Contacts Vaccinations Alerts/ Paperwork Athlete F	/Notes Forms eFiles	Notes Physicals Insure		s Team	Gene	_	cad Elig Sic Mark as	kle Cell Last U Athlete I Surgery	pdated via Po Info: / / : / /	VID-19 rtal
Contacts Vaccinations Alerts/ Paperwork Athlete F	/Notes Forms eFiles	Notes Physicals Insure		s Team	Gene	_	cad Elig Sicl Mark as Cleared Print/View	kle Cell Last U Athlete Surgery Insuran	pdated via Po           Info:         /           :         /           ce:         /	VID-19 rtal
Paperwork Athlete F	/Notes Forms eFiles	Notes Physicals Insure		s Team	Gene	_	cad Elig Sic Mark as Cleared	kle Cell Last U Athlete Surgery Insurand	pdated via         Po           Info:         /         /           :         /         /           ce:         /         /           :         /         /	VID-19 Ital
Contacts Vaccinations Alerts/ Paperwork Athlete F	/Notes Forms eFiles	Notes Physicals Insure		s Team	Gene	_	cad Elig Sicl Mark as Cleared Print/View	kle Cell Last U Athlete Surgery Insuran	pdated via         Po           Info:         /         /           :         /         /           ce:         /         /           :         /         /	VID-19 rtal
Contacts Vaccinations Alerts/ Paperwork Athlete F	/Notes Forms eFiles	Notes Physicals Insure plete Submitted Submit Du		s Team	Gene	_	Cad Elig Sick Mark as Cleared Print/View Reset	kle Cell Last U Athlete I Surgery Insuran Immune Contact	pdated via         Po           Info:         /           :         /           ::         /           ::         /           ::         /           ::         /           ::         /           ::         /           ::         /           ::         /           ::         /           ::         /	VID-19 Ital
Contacts Vaccinations Alerts/ Paperwork Athlete F Paperwork	Notes Forms eFiles Paperwork Com	Notes Physicals Insure plete Submitted Submit Du		s Team	Gene		cad Elig Sici Mark as Cleared Print/View Reset	kle Cell Last U Athlete I Surgery Insurani Immune Contact	pdated via         Po           Info:         /         /           :         /         /           ::         /         /           ::         /         /	VID-19 Ital
Contacts Vaccinations Aterts/ Paperwork Athlete F Paperwork	/Notes Forms eFiles Paperwork Con	Notes Physicals Insure plete Submitted Submit Du by < stify No Verify Net	ate Venfied Comr	s Team	Gene		cad Elig Sici Mark as Cleared Print/View Reset	kle Cell Last U Athlete I Surgery Insuran Immune Contact to run the r the VFil saving y	pdated via         Po           Info:         /         /           :         /         /           ::         /         /           ::         /         /           ::         /         /           ::         /         /           ::         /         /           ::         /         /	VID-19 rtal V V V v v v plete" ru after

If you are a system administrator, or have privileges, you are able to do an a search of all records. This search feature looks through all of the records, no matter where they exist in the system. This search list again is an administrative



#### Injury Screens/Tab:

The injury tab contains all of the information regarding the athletes injury history, current/resolved. Within the tab, you are able to tie any of the tabs in the injury screen to the athlete. You can both view and edit/add entries by double clicking the desired entry or clicking "new" on the right side of the screen

the screen.	Injury Daily Search List Information	Injuries     Modalities     Rehabs       Injury     Add an Injury     Injury+ Entry       Quick Injury Entry     Quick/Multiple Injury Entry       Quick Update - Open Injuries       Search Injuries       Evaluations       Notes/SOAP Notes       Referrals       Concussion Evaluations       Functional Movement Eval       Staff Forms	Limit
😫 Athlete - Bateman, Daniel		Billing	
Archived	Cleared to Play / /	CL CTP Status: Cleared	~
Name: Daniel Bateman (First) (MI) (Last) (Suffix)	Team/Sport/Event	Status 🔺 Position/Di	is As Of CT
Nickname Pronouns	lee Teek Mee Feethell		
PreferName	Joe Tech Men Football	Active	
Phone: Year: Senior 🗸 🕀			
Gender: Male  V DOB: 7/25/2000  CL	Record: 🚺 🐗 🔤 1 Of 1 📦	*** <	>
Email: Age 20	Mark for review Pwk	Comp Cog Concuss Complete	Card View
Injury Notes/Staff/Msg General Concuss Evals Medical History Insu	rance Emergency eFiles/Docs/D	ates Additional Info Medication Strengt	th
Injuries Modalities Rehabs Limitations Service Referral FM Evals	Evaluations Cost Log		
Injury Date 👻 Status Body Part Injury Type Side	Athletic Trainer Report Date	Docs Description	Injuries
11/16/2020         Current         N/A         Maintenance         N/A           7/29/2020         Current         N/A         Maintenance         N/A	Joe Streckfus 11/16/2020 Joe Streckfus 7/29/2020	Default Injury     Default Injury	Resolve
7/21/2020 Current NA Maintenance N/A	Joe Streckfus 7/21/2020	Default Injury	New
7/18/2020 Resolved Ankle Medial (Deltoi Left	Joe Streckfus 7/20/2020		Print
7/16/2020 Current Head/Face Facial Lacerat N/A	Joe Streckfus 7/16/2020		Details
- 5		zing the buttons on the	Add
through the corresponding areas.	right hand side of the	screen. The tabs you	Default
	see, may vary depend	ing on the configuration	Activity
	of your database.		
			Show All
Record: 1 Of 5			Card View

Description of the injury area tabs:

**Injuries:** allows you to enter new injuries, resolve the injuries that are no longer. You can manage all of the details of the injury from here.

Modalities: allows you to enter modalities for the athlete and the injury.

Rehabs: allows you to enter rehabs for the athlete and the specific injury.

Limitations: allows you to enter the practice and game restrictions for the athlete.

Services: allows you to track services that have been taken done for the athlete, dr visits, appointments.

**Referral:** similar to the med services, but allows you to send referral letters to you medical providers.

FM Eval: allows you to do full functional movement evals for the athlete.

**Injuries:** evaluation tab allows you to do an exam with the prebuild evaluation tool.

**<u>Cost Log</u>**: allows you to track expenses associated with that athlete, dr. bills; payments and disbursements.

### Notes/Staff/Msg:

You are able to enter new notes, or review previously entered notes. You can complete staff forms, for documenting injuries further, if you have those set up. This area is also where the secure messages ( if they are used at your institution) will be accessed and sent.

Injury Notes/Staff/Msp General Concuss Evals Medical History Insurance Emergency eFiles/Docs/Dates Additional Info Medication Strength	
Notes/SOAP Notes Staff Forms Secure Msg	
	tes
4/23/2021 Daily Note test test Medical History/Athletic Trainer Evaluatio	New
2/10/2021 SOAP Note S: Bateman, Daniel O: Bony Palpation Soft palpat 07/18/2020 - Medial (Deltoid) Ligament Tear Partial	2
12/8/2020 Notes/SOAP Notes Staff Forms Secure Msg	
9/10/2020 Staff Form Description	Staff Forms
8/11/2020	New
7/21/2020 Injury Notes/Staff/Msg General Concuss Evals Medical History Insurance Emergency eFiles/Docs/Dates Additional Info Medication Strength	
Notes/SOAP Notes Staff Forms Secure Msg	
Read Direction Staff Member (rom/rb) Create Date - Message Emergency Na	Message
	New
	Details
	Mark as
	Read
	Print List
Record: 14	Remove
Record	
Record: 14 4 0 Of 0 > >1 <	

### **General Information:**

The General Tab allows you to see the specific demographic information for the athlete. If available, you can view, change or random generate a password. Manage physical information and all other fields.

Injury	Notes/Staff/Msg	General	Concuss Evals	Medical History	Insurance	Emergency	eFiles/Docs/Date	s Ad	lditional Info	Medication	Strength		
Addre	ess/Other Addition	al Into Ac	ademic Eligibility										
Cou Stre	me Address			11	2 Pa	ver #: ssport #: ID: dan	nyboy	i	_				
Lar Sci	6/Z:		Copy From Phone:		La	st Cognitive: st Physical:	-79-8521 / / 8/ 1/2020 4/26/2021	~ ~			Change	e Photo	
	eet:					ysical Expires Signature on		~			Remov	e Photo	
	S/Z:				En	nployed:	~	Marit	al:	~	Passw	vord: *****	🖻
	ter Handle:	Text #:				1 1 1	Race: Ethnicity:			~ 🕂	/	PW Chg: / Password	~
			L				к	iosk:	7/17/202	0 4:45 PM	Portal:		.9-

#### **Concussion Evaluation:**

The concussion evaluation module in ATS is constructed around the SCAT 5, and contains all part of that exam. Data entered is automatically calculated and totaled when you save. Like every other module of ATS, data is live as soon as it is entered. So starting an evaluation on your phone, means as soon as you save a coworker can access the test and see the results.

Inju	iny Medication	Notes/Staff/Msg	Concuss Evals Medi	cal History Gener	al Insurance Emerge	ency eFiles/Docs/D	ates Additio	onal Info Strength	
	# of Concussions Last date symptom f		Face Mask Mo		Cleared by Neurology Te	est 🗌 Helmet			
A	ssessed	- Туре	No Lost Con	No Bal Prob SA	C Std. BESS Errors	Symptom Severity	Maddocks	Admin By	Concussion
1	0/28/2020 11:54	After Game				0		Joe Streckfus	New
									Remove
									Details
									Print List
									Print
R	ecord: 🚺 🖣	1 Of 1	× × ×					>	Card View

Use the corresponding tabs throughout the concussion evaluation module to complete all aspects of your concussion evaluation. Again, as you save information the numbers will be totaled at the bottom of the screen. These tabs could look different depending on the customization that has been done by the system administrator.

🐴 Concus	sion Information							
Main M	addocks/Glasgow	Symptoms	Orient/Recall	oncen/Neuro Balance Co	oordination VOMS eF	Files Notes/SOAP/Sta	aff NCAA/HS	
Genera Athlete: Injury:	-	uss * Do	not use for base		ble Signs Cervical Spine	Observable Signs	Observed on vide	
Assesse Type: Admin 2 Admin 2 Sport:	Baseline 1: Joe Streckfus	3:00:00 F		Weakness or t in arms or legs Severe or incr Seizure or con Loss of consci Deteriorating of Vomiting	easing headache vulsion	Balance / Gait diffic incoordination; stur movements Disorientation or co to respond appropr Blank or vacant looi Facial injury after he	ulties / motor mbling, slow / labou onfusion, or an inabi iately to questions k	red
Concer Delayed	tion (5) iate Recall (15) ntration (5) d Recall (5) fotal (30)		Symptoms ( Symptoms S Std. BESS (6 Maddocks (9	verity (132)* 0 B C )* 0 Exertion (4)* • 0 VOMS	lasgow (15)	prior to differen Concus If re-tes athlete	xam hlete is known to yo their injury, are they t from their usual se sion diagnosed? ting, has the improved?	
8		••••••••••••••••••••••••••••••••••••••		Search N New	ew Save Save Ren	move Search	Close	<b>Close</b> 74741

#### Medical History:

The medical history tab, contains a lot of information that pertains to the athlete. You can manage specific physical data, any medical alerts/ref flags/allergies, surgical history and the remainder of the tabs.

										_						Medicatio	n Stre	ength	_	
physicals	Alerts/No	otes V	/acc/lmn	nune Su	rgerie	s Dn	ug Tests	Sickle C	ell/Staff E	Eval Hy	dration (	HAL) C	Cardiac	COVID	-19 Th	nera Use				
Physical [	Date 👻	Ht	Wgt	BP	P	ulse	Respiratio	1	Vision	% B	ody Fat	BMI	Note	S					Rem	ove
4/5/2021		5'10	223	120/60	6(	0	9	20/20	)										Pri	nt
Record:		1	0 Of	1	•	114													Ca	
Record:	<b>N</b> 4		0 Of	1		214						Kinak- (		021.2.0		Postal	- 9/21	/2021	Vie	W
Record:				1 🕨 🖡		5%		A: sli	ders			Kiosk: 1		021 2:0 R: Med			: <b>9/21</b>	Stu		w I

**Physicals:** this allows you to keep track of the basic vitals for the physicals that are done.

**<u>Alerts/Allergies:</u>** view/add/edit allergies, medications taken and other information pertaining to medical history. Creates a banner (shown green/blue lines at the bottom of the screen).

**Vacc/Immune:** allows you to keep track of school required immunizations or, specifically no the COVID vaccine.

**Surgeries:** allows you to keep track of surgeries the athlete has had in one place.

**Drug Test:** track all any tests that have been generated by ATS.

**Sickle Cell/ Staff Eval:** track all any results from SC tests they have had. Also the Staff Evaluation area to complete or review.

**HAL:** Review or enter new hydration logs for the individual athlete.

**Cardiac:** Enter or review any previously entered cardiac testing information.

**<u>COVID-19</u>**: Allows you to track and review any staff entered screening, or do a new staff screening on an athlete. You are also able to enter and review any COVID testing they have had.

**Thera** Use: Serves as an area to track any medical exemptions for using prescribed drugs. This can be the area where you log if your athlete is taking ADD/ADHD medication. The actual exemption notes, physician notes should be attached in the eFile section.

#### Insurance:

The insurance tab keeps the records of all of the insurance information that has been entered, either by staff or by the athlete. Pay#=Payor number, which is used to designate primary, vs secondary coverage. You are able to track historical records by using the 99 payor, instead of deleting the information. To add an image, or view the card associated with the insurance record use the details button on the right hand side of the screen.

No Primary Insurance       Copy From       Do NOT Bill for this athlete         Company       Type       Pay #       ID No       Group No       Insurance Phone       PCP       PCP       PCP Phone       PCP       PCP       PCP Phone       PCP       PC	rance New Copy emove etails eport Print
Company       Type       Pay #       ID No       Group No       Insurance Phone       PCP       PCP Phone       PCP       PCP <td>Copy emove etails eport</td>	Copy emove etails eport
Policy Holder First Name       P       Policy Holder Last Name       Policy Holder DOB       Policy Holder SSN       Policy Holder Relationship       Policy Sta         Blue Cross Blue Shield ()       Medical - HMO       2       8523       2       8523         Blue Cross Blue Shield ()       Medical - PPO       99       90	emove etails eport
Blue Cross Blue Shield ()       Medical - HMO       2       8523       2/1/2021       Re         Secondary       Insurance       99       99       99       0	emove etails eport
Secondary Insurance 2/1/2021 Re Blue Cross Blue Shield () Medical - PPO 99	etails eport
	eport
	eport
	-
	<sup>p</sup> rint
	Print
💱 Athlete Insurance - Davis, Crash	Сору
Insurance Info Card Front/Back	From
Athlete: Davis, Crash Policy Holder Information Copy Athlete Info Self Insured	
Company: Blue Cross Blue Shield (Philadelphia pa)  Ins  (First) (MI) (Last)	
Insure Type: Medical - HMO  Phone:	
Plan: SEcondary coverage Street:	
Plan Type: <ul> <li>Copay:</li> <li>C/S/Z:</li> <li>C/S/Z:</li></ul>	
ID #: 852369741 Referral Required Phone:	
Group #: Pre-Cert Required Policy Holder Relation:	
Circle Print Disable for Billing Employer Name:	
Final Address:	
Policy Start:         2 / 1/2021         CL         Create Date:         2 / 2/2021         CL         PCP Info           Policy End:         7/31/2021         CL         PCP Info         PCP Info         PCP Info	
Name: Phone:	
Deductible \$: or	
Notes: (Max 1000 Characters):	
View 1 U	
Actions	
View Company         New         Save         Remove         Close	

#### Emergency:

Is the emergency contact information for the athlete. They can add or edit their contact form their portal. If needed, you can add, edit or remove an emergency contact. The person designated at number 1, is the primary emergency contact, they can be granted access to the Family Communication Center. This can also help you identify whom to call in an emergency situation (make #1 who can handle the situation).

Remove
Kemove
Сору
Print
8
* 4
Сору
From
Existing
Add From Reg

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### <u>eFile/Docs/Dates:</u>

The eFile/Docs/Dates area allows you to access all of the documents that are tied to the athlete. Anything that has been uploaded by you or them, any form they have completed, access to the paperwork list( customize that), and when they have been in the system.

### <u>eFile:</u>

Injury Notes/Staff/Msg General Conc eFiles Paperwork Athlete Forms Ath	uss Evals Medical History Insurance Emergency eFiles/Docs/Dates Additional Info Medication Strength lete Portal Dates & Login History	
Date	Description	ument lew
M: September □0/23/2021 0		move iew
- M: August □ 8/17/2021 0 □ 8/12/2021 0	AG Submission Sent	stails It List
8/12/2021 0 8/10/2021 0 8/2/2021 0		Excel
□ 8/2/2021 0 - M: July		ovScr
□         7/30/2021         0           □         7/29/2021         0           □         7/29/2021         0	Email Sent: test of pword id - Davis, Crash dinger Athlete Form: Form Created - 12 College Sickle Cell with video Trait Verification Waiver Form Athlete Form: Form Updated - 18 Concussion Symptom Diary	ovScr
7/29/2021 0 7/28/2021 0	Athlete Form: Form Created - 18 Concussion Symptom Diary	
Record: 4 Of 57	Kiosk: 9/22/2021 2:08 PM Portal: 9/21/2021 2:35 F	PM
M: nope 😵 🧾 📋 隆 💽 🐼 🍋 🎙	A: sliders     R: Medical Alert     Student I       New     Save     Remove     Search     Close     74741	ID 🤯

The eFile screen above shows you all of the communication, documents and forms that are tied to the athlete. Emails that have been sent also have a record here.

### Paperwork:

The paperwork tab allows you to view the list of paperwork items that you have constructed. See the Forms help doc.

This list can be visible to the athletes.

The list can automatically check off as submitted if you go through the crosswalking; described in the form doc. You can see the date it was submitted.

Verified is for staff use after checking the forms.

The comments are also visible to the athlete as well. If they need to have a parent sign, a clearer copy of their insurance that can be posted to view.

Inju	ury Notes/Staff/Msg General Concus	s Evals Medical	History Insura	ance Em	ergenov eFi	es/Docs/Dates	dditional Info	Medication	Strength	1
e	eFiles Paperwork Athlete Forms Athlet	e Portal Dates & I	Login History							
	Paperwork	Submitted	Submit Date	Verified	Comment					
	Baseline Concussion			$\checkmark$						
	COVID Screening									
	Insurance Card Back									
	Insurance Card Front									
	Participation Form		<u>]</u>							
	Record: 1 Of 5									
				AU 1/	N- M-		D			
	Reset Print All S		Submit /	All Verify	No Veri	y New	Paperwork	Set		
						Kiosk: 9/22/2	021 2:08 PM	Portal: 9	/21/2021 2:35	РМ
	M: nope		A: slie	ders			R: Medical A	ert	Student	ID 🥁
8	🏂 🦈 🔊 🔂 🐕 📋 🤹	1		New	Save	Remove	Search	Clos		

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### Athlete Forms:

Athlete Forms, provides you the specific details of the athlete form. You can see the submission date and time, as well as the name of the form. You are able to print the forms or send via email from this screen.

Injury Notes/Staff/Msg General	Concuss Evals Medical History Insurance Emergericy eFiles/Doc	cs/Dates A	Aditional Info Me	dication Strengt	h	_
eFiles Paperwork Athlete Forms	Athlete Portal Dates & Login History					
Date Created	Form Name	Printed	Remove	Mark as		
- Yr: 2021				Printed		
7/29/2021 8:50:55 AM	12 College Sickle Cell with video Trait Verification Waiver Form		Print/View	Unmark as		
7/29/2021 8:43:58 AM	18 Concussion Symptom Diary		Form(s)	Printed		
7/28/2021 4:06:24 PM	Mental Health Screening					
7/21/2021 9:28:45 AM	Upper Extremity Functional Index (UEFI)		Print List			
4/7/2021 1:43:01 PM	COVID C 19 Athlete screening #C ~			<u> 8</u>		
2/22/2021 2:22:32 PM	COVID C 19 Athlete screening #C ~					
1/13/2021 8:43:23 AM	COVID C 19 Athlete screening #C ~					
1/11/2021 4:56:00 PM	COVID C 19 Athlete screening #C ~					
- Yr: 2020						
12/30/2020 10:36:09 AM	COVID C 19 Athlete screening #C ~					
12/3/2020 8:46:40 AM	COVID C 19 Athlete screening #C ~					
Record: 14 4 Of	10 🕨 🔰					
	, click the "Print/View Form(s)" button on the right side to se	e them				
Arter adjecting the form(a)						
				Portal: 9/21/20	021 2:35 PM	
M: nope	A: sliders	R	R: Medical Alert.		Student ID	ø
🐼 🖬 向 🔩 🤜 🕵 🦉	New Save	Remove	Search	Close	74741	٦
			Jocuren	CIUBO		

### Athlete Portal Date & Login

This are, can be one of the more useful tabs in the athlete's profile. This tab/screen gives you the ability to see if the athlete has truly done what they have claimed. If you have someone that claims the submitted their forms, or they went in and verified their contact information; but you are unable to see anything new, or see anything that reflects the changes. his screen tracks when the athletes logged into the system and where from. See if the logged into the kiosk, portal or phone like they had claimed.

As well, it tracks the last time the information was entered, edited or verified on the top.

		Reason	Year	Sport Name		^	Print	
09/22/2021 02:07 PM Nor		Evaluation	Senior	Baseball				
09/22/2021 02:06 PM Nor	·····	Evaluation	Senior	Baseball			Excel	
		Evaluation	Senior	Baseball				
09/22/2021 02:01 PM Nor 09/22/2021 01:38 PM Nor		Evaluation Evaluation	Senior Senior	Baseball Baseball				
09/22/2021 01:38 PM Nor		Evaluation	Senior	DaseDall				
Paperwork Athlete Forms Athlete	e Portal Dates & Login History	у						
Updated via Athlete Portal	Surgery: / /	V CL	Immune:	4/19/2021 ~	CL			
			_			Clear All	Datas	
te Info: 9/ 7/2021 🗸 CL	Insurance: / /	✓ CL	Contacts:	// ~	CL	Clear All	Dates	
in History								
sk Logins 🛛 Portal & Phone Logi	ns -							
-								
	IP ^	Print	Login Date	/Time 🚽	External IP		^	Print
ogin Date/Time Texternal	IP ^	Print	Login Date/ 08/20/2021		External IP		^	Print
ogin Date/Time External	IP ^		08/20/2021	03:38 PM	External IP		^	
ogin Date/Time External 0/21/2021 02:35 PM 0/09/2021 04:01 PM	IP ^	Print Excel	08/20/2021 08/20/2021	03:38 PM 03:17 PM	External IP		î	Print Excel
ogin Date/Time External //21/2021 02:35 PM //09/2021 04:01 PM //07/2021 09:52 AM	IP Î		08/20/2021	03:38 PM 03:17 PM 08:51 AM	External IP			
Digin Date/Time External V21/2021 02:35 PM V09/2021 04:01 PM V07/2021 09:52 AM V07/2021 08:43 AM	IP ^		08/20/2021 08/20/2021 07/27/2021 07/06/2021	03:38 PM 03:17 PM 08:51 AM 02:00 PM	External IP			
ogin Date/Time External //21/2021 02:35 PM //09/2021 04:01 PM //07/2021 09:52 AM //07/2021 08:43 AM //03/2021 03:51 PM	IP ^		08/20/2021 08/20/2021 07/27/2021 07/06/2021 06/29/2021	03:38 PM 03:17 PM 08:51 AM 02:00 PM 04:00 PM	External IP			
bit         External           V21/2021 02:35 PM         External           V09/2021 04:01 PM         W07/2021 09:52 AM           V07/2021 08:43 AM         W03/2021 03:51 PM           V03/2021 11:42 AM         W03/2021 11:42 AM	IP ^		08/20/2021 08/20/2021 07/27/2021 07/06/2021 06/29/2021 06/16/2021	03:38 PM 03:17 PM 08:51 AM 02:00 PM 04:00 PM 01:37 PM	External IP			
Spin Date/Time         External           0/21/2021 02:35 PM         0/09/2021 04:01 PM           0/09/2021 09:52 AM         0/07/2021 09:52 AM           0/07/2021 08:43 AM         0/03/2021 03:51 PM           0/03/2021 11:42 AM         0/03/2021 11:34 AM			08/20/2021 08/20/2021 07/27/2021 07/06/2021 06/29/2021 06/16/2021 05/26/2021	03:38 PM 03:17 PM 08:51 AM 02:00 PM 04:00 PM 01:37 PM 03:05 PM	External IP			
bigin Date/Time         External           //21/2021 02:35 PM            //09/2021 04:01 PM            //07/2021 09:52 AM            //07/2021 08:43 AM            //03/2021 03:51 PM            //03/2021 11:42 AM            //03/2021 11:34 AM            //02/2021 04:23 PM	······		08/20/2021 08/20/2021 07/27/2021 07/06/2021 06/29/2021 06/16/2021 05/26/2021 05/03/2021	03:38 PM 03:17 PM 08:51 AM 02:00 PM 04:00 PM 01:37 PM 03:05 PM 01:23 PM			~	
	······		08/20/2021 08/20/2021 07/27/2021 07/06/2021 06/29/2021 06/16/2021 05/26/2021	03:38 PM 03:17 PM 08:51 AM 02:00 PM 04:00 PM 01:37 PM 03:05 PM 01:23 PM	External IP			
gin Date/Time External /21/2021 02:35 PM /09/2021 04:01 PM /07/2021 09:52 AM /07/2021 08:43 AM /03/2021 03:51 PM /03/2021 11:42 AM /03/2021 11:34 AM /02/2021 04:23 PM	······		08/20/2021 08/20/2021 07/27/2021 07/06/2021 06/29/2021 06/16/2021 05/26/2021 05/03/2021	03:38 PM 03:17 PM 08:51 AM 02:00 PM 04:00 PM 01:37 PM 03:05 PM 01:23 PM				
gin Date/Time External /21/2021 02:35 PM /09/2021 04:01 PM /07/2021 09:52 AM /07/2021 08:43 AM /03/2021 03:51 PM /03/2021 11:42 AM /03/2021 11:34 AM /02/2021 04:23 PM	······		08/20/2021 08/20/2021 07/27/2021 07/06/2021 06/29/2021 06/16/2021 05/26/2021 05/03/2021 Record:	03:38 PM 03:17 PM 08:51 AM 02:00 PM 04:00 PM 01:37 PM 03:05 PM 01:23 PM	Df 24	rtal: 9/21/	~	Excel

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# Additional Info:

The Additional Info tab corresponds to the additional fields you can set in SiteInfo. As you can see below, there are examples for dominate hand/foot, impact ID, international phone number and whats app ID. You can use these fields for anything you wish.

Inji	ury Not	es/Staff/Msg	General	Concuss Evals	Medical History	Insurance	Emergency	eFiles/Docs/Dates	Additional Info	Medication	Strength	
C	omments	Custom Info								•		
	_								1			
	Dominar	nt hand	L									
	Dominar	nt foot										
	impact p	assport ID										
	Internati	ionl phone							]			
	Whats A	pp ID	Γ						]			
L								Kinek - 9/22/	2021 2:08 PM	Portal- 9	9/21/2021 2:35	PM
								NUSK. J/22/	2021 2.00 FM	r oftdi. s	1/21/2021 2.33	

### **Medication:**

The medication tab allows you to view previous medication disbursements, add new ones or edit previous entered meds. This will be data entered from the Desktop, Staff Portal or Staff Phone.

njury Notes/S	itaff/Msg	General	Concuss Ev	als Medical History	Insurance	Emerg	jency	eFiles/Doo	cs/Dates	Additional Info	Medication	Strength	
Date 👻	Injury			Medication		Qty	Dispe	nsed By	Notes				Meds
9/21/2021				buprofen		21		treckfus					New
2/10/2021	Other Ar	nkle Injury ·	- Left - A	buprofen OTC		4	Joe St	treckfus	Ankle wa	is very sore befo	re practice beg	an	Сору
													Сору
													Remove
													Details
													D: 1
													Print

### Strength:

This tab allows you to enter, construct and design strength training activities for your athletes. Whether it is strength/ conditioning sessions designed by the strength coach, or activities for RTP following an reconstructive surgery; and they don't necessarily fit as a rehab exercise. You can design protocols as well in this area.

Injury	Notes/Sta	ff/Msg Gen	eral (	Concuss Evals	Medical History	Insurance	Emergen	cy eFiles/	'Docs/Dates	Additional Info	Medication	Strength		
Mair	Strength	Profile												
S	essions			1				4	Max	Weight				
	New	Session Da	te 👻	Reason				Attended	Exe	rcise/Activity			Max Weight	
	Com	4/9/2021		Build Muscle									-	
	Сору	2/15/2021		Build Muscle					·····			i.		
	Copy+													
	Copy to Athlete													
	Copy to Team													
	Remove													
	Details													
	Print													
									Rec	ord: 🛯 🖣	0 Of	0	<b>▶</b> ₩	
		Record:	4	1 Of	2 🕨 🔰					Remov	e	Print		
		-	_					ĸ	iosk: 9/22	/2021 2:08 PM	Portal:	9/21/202	1 2:35 PM	
		M: nope				A: sliders.		_		R: Medical A	ert		itudent ID	- 🐯
P	🧾 🗘 🖡	🖹 📦 🖬	1 😍	8 🔞		New		Save	Remove	e Search	Clos		4741	

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# **ATS Staff Portal**

<u>Addı</u>	ng an Athlete:	
Logout	👬 ATS Staff Portal	N
<u>MENU</u> Utilities	› 🕵 🚱 💼 🏥 🛛	Ni
Athletes Injuries	Add New Athlete Quick Athlete Add	PI
Notes	Search For Athlete Athletes Multi-Function	G Ei
Modalities Rehabs	Physician/Staff Review	S
Renabs	Send Athlete a Form to Complete	Pi

**Quick Athlete Add** 

Name

Nickname

Year:

Gender DOB:

Email Athlete ID:

Team

Status

Save

First Name

(First)

Nickname

-- Gender --

DOB Email

Athlete ID

Team Information

М

(Middle)

Password:

Last Name

(Last)

Password

~

Enter A	thlet	7								
Athlete	Teams	Address	Other	Communications	Additional Info	Acader	mic Eligibility	Photo	Medical	Comments
Name	First Nam	е		MI		Last Name	9			
		(First)		(Middle)			(Last)		(	Suffix)
Nickname	Nickname				Pr	onouns			~	]
PreferName	PreferNan	ne								
Phone	Phone				Ye	ar			~	
Gender	Gender	r		~	DC	в	DOB			
Email	Email									
Student ID n	Student ID	D numl	Generate	) .	Archived?					
Password	Password		Generate	Force Password	d Change? 🗌					
Mark for	Review?			Paperwork (	Complete?		Co	gnitive Con	cuss Comple	ete?

Enter your athletes using the traditional athlete add, using all of the available tabs to complete the profile.

Or you can use the quick athlete add again to get the athlete in with the minimal amount of information.

The athlete search screen in the portal allows you to search by name, or team. It allows you the ability to search for your athletes, if you are unable to fid them. Use the available option search buttons to select how you would like to search.

	-	
	Name:	Team: (All)
	Name.	
		Use % for wildcard searches. Ex. smi% or %sand%
	Options:	Search Active Only
		⊖ Search All (Active, Inactive, and Archived)
		⊖ Search Archived Athletes Only
		<ul> <li>Search Imported or Marked to be Purged (Team selection will be ignored for this option)</li> </ul>
		C Search Athletes Not Listed on a Team (Team selection will be ignored for this option)
		Search Reset
Logout		ATS Staff Portal
<u>MENU</u> Utilities	• 👰	
Athletes	Add N	New Athlete
Injuries	Quick	Athlete Add
-	Searc	h For Athlete
Notes		tes Multi-Function
Modalities	•	cian/Staff Review
Rehabs		
	sena	Athlete a Form to Complete

### Teams:

Athlete D	wis, Crash				]							
Athlete Teams	Addr.	Other	Communic	ations A	ddit. Info	Acad. Eligibility	Med	Hist.*	Injury*	Modality*	Meds*	
Rehab*	Service*	Notes/	/Staff/Msg*	Concuss*	Ref*	Insure* Ei	mer*	eFiles*	FM Eva	ls Streng	jth* Co	mments
ared to Play 🗌	mm/dd/yyy	лу ст	P Status	Cleared		~						
		Ad	d Edit	Delet	e Re	fresh Scroll	Down	Scrol	I Up			
eam/Sport/Event			2	itatus		Position / Dis			As	Of C	TP Date	

The Team tab, allows you to manage the teams the athletes are on. Add or remove as you need.

# Address:

Ath	lete - Da	(interesting)												
Athlete	Teams	Addr.	Other C	Communic	ations	Addit	. Info	Acad. Eligi	bility	Med Hist.*	Injury*	M	lodality* M	eds*
Rehab*	Limit*	Service	Notes/Sta	ff/Msg*	Concu	iss*	Ref*	Insure*	Emer*	eFile	s* FM Eva	als	Strength*	Comments*
Home	Address —													
Country	Country	ý						Language	s Lang	juage				
Street														
Addre	SS													h
City: C	City		State	State		Zip:	Zipco	ode						

The address tab allows you to see the information that was entered, or add or edit as necessary.

# Other:

Athlete	Teams	Addr.	Other	Communio	cations	Addit. Info	Acad. Elig	ibility	Me	d Hist.*	Injury*	Modality*	Meds*
Rehab*	Limit*	Service*	Notes	/Staff/Msg*	Concu	iss* Ref*	Insure*	Eme	er*	eFiles*	FM Evals	Strength*	Comments*
Driver #	Driver #				Schola	rship							
Passport	Passport				Red Sh     NCAA								
Alt ID	crash												
SS#	Social Se	ecurity #											
Employed:	Employe	d		~									
Marital:	Single			~									
Race:	America	n Indian or Al	aska Nativ	r€ <b>∨</b>									
Ethnicity:	Hispanio	or Latino		~									
Last Cognitiv	e	mm/dd/yyyy											
Last Physica	- [	4/5/2021											
Physical Exp	ires	mm/dd/yyyy	+	365									
Signature On	File 🗌	mm/dd/yyyy											

Some of the other demographic is going to be contained in the Other tab.

### Communications:



Allows you to see the contact information for the athlete.

# Additional Info:

Ath	ete - Dav	ris, Crash					•						
Athlete	Teams	Addr.	Other	Communio	cations Ad	dit. Info	Acad. Eligi	bility N	led Hist.*	Injury*	Nodality*	Veds*	
Rehab*	Limit*	Service*	Notes	/Staff/Msg*	Concuss*	Ref*	Insure*	Emer*	eFiles*	FM Evals	Strength*	Comn	nents*
	ed Hospita	ıl Informati	on			Ĩ	none		an Informa	tion ———			li

If the athlete has entered any hospital or physician information it will be shown in the this tab.

# Academic Eligibility:

Athl	ete - Dav	vis, Crash										
Athlete	Teams	Addr.	Other	Communica	itions	Addit. Info	Acad. Eligibility	Ned Hist.*	Injury*	Modality*	Meds*	
Rehab*	Limit*	Service*	Notes	/Staff/Msg*	Concuss	* Ref*	Insure* Emer	eFiles*	FM Eval	s Strengtl	n* Com	ments*
- Current	School -						Previous Sc	hool				
	emic Eligib	le?					Graduated	?				
🗆 Full S	ichedule?						SAT Score	0				
C Amate	eur Status	?					ACT Score	0				
Eligible U	ntil m	m/dd/yyyy					GPA	0.00				
GPA	0.	00					Class Rank	Class Ranl	<			
Note Type	ty Notes -	Note Type		~								
Eligibili	ty Notes											

Academic eligibility can be tracked utilizing this tab.

### Medical History:

٩th	lete - Dav	vis, Crash								<b>`</b>				
lete	Teams	Addr.	Other	Communio	ations Add	dit. Info	Acad. El	gibili y Me	ed Hist.*	njury*	Modality	r*   N	/leds*	
nab*	Limit*	Service*	Notes	s/Staff/Msg*	Concuss*	Ref*	Insure*	Emer	eFiles"	FM Eva	lls Stre	ength*	Con	nments*
rts/Not	tes* Ph	ysical*	/acc/Immu	une* Sur	geries Stat	ff Evals/Dru	g Tests*	Sickle Cell	Hydrat	ion (HAL)*	COVI	D-19*		
Туре	0-						Scroll	Down	Scroll Up					
lerts:							Medical	Notes:						
е							Medio	al Notes						
						li								
es:														
ers														
						10								
nt Med	ls:													
l me fa	astballs													
						le								
igs:	Red Flag	g												
dical A	lert													

Medical History: works the same as the desktop, with all of those associated tabs and information that is available across those. Please see page  $\underline{7}$  for those descriptions.

jury:	Athl Athlete Rehab*	ete - Dav Teams Limit*	vis, Crash Addr. Service*	Other Notes/S	Communicatio	ons Concuss	Addit. Info	Acad. Eligi	ibility Emer	Med Hist.* * eFiles*	Injury*	Aodality*	Meds*	ments*
	Injury Date		Status	Add Body	Edit Part	Reso	lve Re njury Type	efresh	Scroll D		oll Up <b>Trainer</b>	Report	t Date	-
	08/31/2021		Current	Ankle		S	nterior Tibiofi yndesmosis ( nkle) SprainF complete	(High	Left	Joe Stre	eckfus	08/31/2	2021	
	08/25/2021		Current	Foot/T	Toes	N	lavicular Frac	ture	Left	Joe Stre	ckfus	08/25/2	2021	

Navigate the injury screen, using the associated add, or edit features to handle the injury information. The tabs here, work just like the desktop, adding the ability to add specific information to that injury. You can also use the same tabs in the regular athlete screen.

If you have one of our secondary insurance partners as your insurance carrier, you care able to submit electronic submissions directly to the company via ATS. Complete the documentation of the injury and use the claim submission button. For more information make sure to check out the secondary insurance information on the help page.

Return to Athle	Injury	- 8/31/2021	- Davis, Cra	ash - Anterio	r Tibiofibular Sy	ndesmosis	(High Ankle	) Sprainf	Partial or Comple	te - Left - Ankle	
General Ir			Contacts	Billing	Modality*	Meds	Rehab*	Limi		Notes/Staff Forms	Evaluations
Gammain	Referral	eFiles*	FM Eva	Is Note	es COVID-	19 Em	ail NC.	AA/HS*		1	
Name:	Davis, Crash			~		Sta	tus:		Current		~
Team:	Joe Tech Men	Baseball		~		Ath	letic Trainer		Joe Streckfus		~
Body Part:	Ankle			~		мо	l:				~
Bypass bod	y part filter for inj/il	17 🗆				SM	OI:				~
Inj/III 1:	Anterior Tibiofi	bular Synd	esmosis (Hi	igh / 🗸		Sev	verity:				~
Inj/III 2:				~		Hap	opened Duri	ing:			~
Inj/III 3:				~		Pla	ying Surface	e: [			~
Shle:	Left			*		Insi	urance Statu	us:			~
Inj Date:	8/31/2021	Today				Eve	ent Type/Nar	me:			~
Inj Time:	~	Or Time	e	Now		Res	solution:				~
Rpt Date:	8/31/2011	Today					Reinjury?			Required?	Season Ending?
Rpt Time:		or Time	e	Now			AMA Signe		Paper	Сору?	Follow Up?
Rtrn Play:	mm/dd/yyyy	Day: 0					Mark for R				
Resolved:	mm/dd/yyyy	Days: 0					Surgery R			ууу	
			$\searrow$			×	Bypass NO	CAA/HS?	U		
	Save	w D	isable	Submit Cl	aim for		~				

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### Modalities:

With all of the add features that will follow, you will have to save the "header" information. It is the information that is required before you are able to add a modality, rehab, limitation, etc.

The modality tab allows you the ability to track the specific modalities the athlete has utilized. The modality screens do allow you to, copy modalities for a day, copy + a specific day or to someone else (copy to) allows you to copy a that modality to someone else, useful if you have two ankle sprains the same time and they will do the same treatment.

Athl	ete - Dav	is, Crash								<u> </u>					
Athlete	Teams	Addr.	Other	Communic	ations A	ddit. Info	Acad. E	ligibility N	/led Hist.*	Injury*	Modality*	Meds*			
Rehab*	Limit*	Service*	Notes	:/Staff/Msg*	Concuss*	Ref*	Insure'	Emer*	eFiles*	FM Evals	Strength*	Comments*			
	Ac	ld Ec	lit C	сору Со	ору+ С	Copy to	Delet	e Refre	esh S	croll Down	Scroll Up				
Date		Injury					Modalitie				Time				
09/20/2021	12:57 PM	Mainte	enance - N	/A - N/A			Ice	Return to Athlete	Moda	litice					
09/13/2021	03:05 PM			lar Syndesmo		le)									
		Sprain	Partial or (	Complete - Lef	t - Ankie			Name:	Davis, C	rash		*	Athletic Trainer:	Joe Streckfus	*
								Date:	9/28/2021	I 09:41 AM	Now				
								Injury:				~	Add Default Inj	jury	
								Body Part:				*	Side:		*
								Time-of-Day:				~	Time Spent:	#	
								Treat Location:				~	Save Top Info	Pick Protocol	

#### Meds:

Meds will allow you to track the medication you have given to your athletes. Customize your list in the desktop, can include the your medication list your physician may prescribe as well as your OTC meds.

Athl	ete - Dav	ris, Crash													
Athlete	Teams	Addr.	Other	Communica	ations A	ddit. Info	Acad. Eligib	oility Me	ed Hist.*	Injury*	Modality*	Meds*			
Rehab*	Limit*	Service*	Notes	s/Staff/Msg*	Concuss*	Ref*	Insure*	Emer*	eFiles*	FM Evals	Strength	* Comments*			
			Add	Edit	Сору	Delete	Refresh	Scroll [	Down	Scroll Up	]				
Date	Injury						Medication	1		Qty	Dis	pensed By			
09/21/2021							Ibuprofen			21		Streckfus			
02/10/2021	Other Ar	ikle Injury - L	eft - Ankle	е			Ibuprofen C	Return to Att	hiete M	ledicatio	n Distribı	ution			
Comment:	Ankle was	very sore bef	ore practi	ice began				Team:	J	loe Tech Men Ba	aseball	~	Athlete:	Davis, Crash	~
								Substance				~	Lot Number:		~
								Quantity:	Q	uantity (Tablets	mg, etc)		Dispensed By:	Joe Streckfus	~
								Prescribed	d By: P	rescribed By			Location:		~
								Entry Date	a: 9/	/28/2021	Now		Distributed:	9/28/2021 09:38 AM	low
								Injury:				~	Purpose:		~
								Instruction							
								Comments							
								Comme							

### <u>Rehabs</u>:

Rehabs allows you to build your exercise list for your athletes, the copy functions work the same as the modality screens. If there isn't a rehab, you can customize in the dropdown popup list.

Athl	ete - Dav	is, Crash												
Athlete	Teams	Addr.	Other	Communic	ations	Addit. Info	Acad. Eligi	ibility	м	ed Hist.*	Injury*	Modality*	м	eds*
Rehab*	Limit*	Service*	Notes	/Staff/Msg*	Conc	uss* Ref*	Insure*	Eme	er*	eFiles*	FM Eval	s Streng	th*	Comments*
	Ad	ld Ed	lit C	сору Со	ору+	Copy to	Delete	R	Refre	sh So	croll Down	Scroll L	Jp	
Date		Injury					Reason					Atte	nded	
09/13/2021	03:35 PM			lar Syndesmo Complete - Lei		,	Post-acute	manage	ment	t		False	Ð	
08/16/2021	02:55 PM	Strain	- Right - Bi	iceps			Flexibility					False	Э	

### Limitations:

Limitations allows you to enter the practice and game restrictions for the athlete. This is the area that you track those restrictions to participation not their status.

Athl	ete - Davi	s, Crash														
Athlete	Teams	Addr.	Other	Communic	ations	Add	it. Info	Acad. Eligi	bility	M	ed Hist.*	Injury*	M	lodality*	Meds*	*
Rehab*	Limit*	Service*	Notes	/Staff/Msg*	Conc	uss*	Ref*	Insure*	Eme	er*	eFiles*	FM Eva	ils	Strength	1* C	omments*
		Add	Edit	Сору	С	opy+	Dele	Re	fresh		Scroll Dow	nSo	croll (	Up		
Practice D	ate	Injury							Prac	tice i	#	Gam	ie Sta	atus		
08/29/2021 Comment:	OUT- no run		- Right - Bi oary bike o						1			OUT	-RED	): Alternate	Activity	
08/28/2021			- Right - Bi						1			OUT	-RED	D: Alternate	Activity	

# <u>Service</u>:

Services is the medical services that you can track. When they go to a Dr. appointment, you can track the procedures that they have had done at that appointment.

Athl	ete - Da	vis, Crash									
Athlete	Teams	Addr.	Other Communicat	tions Addit. Info	Acad. Eligibility	Med Hist.*	Injury* N	lodality* N	leds*		
Rehab*	Limit*	Limit* Service* Notes/Staff/Msg* Concuss* Ref* Insure* Emer* eFiles* FM Evals Strength*									
	•		Add Edit C	Copy Delete	Refresh	oll Down	Scroll Up				
Date		Injury			Procedures		Provid	er			
02/01/2021		Other /	Ankle Injury - Left - Ankle		Laboratory/Pre-Op T	esting	Doctor	Doctor			
09/29/2020					Evaluation		Doctor	Doctor			
End of Serv	vices										

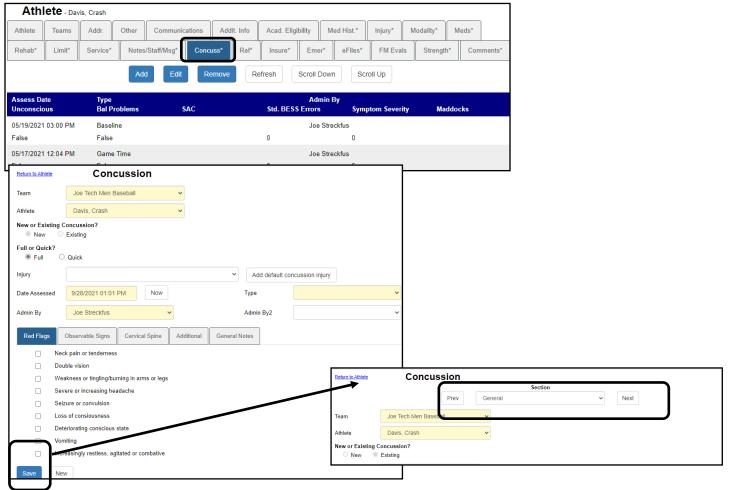
### Note/Staff/Msg:

Add a new general or specific note, view other notes that have been entered. You also can see the staff forms, add a new one for an injury, or view and send a secure message.

Athl	ete - Dav	ris, Crash									
Athlete	Teams	Addr.	Other Communic	ations Add	lit. Info	Acad. Eligib	oility	Med Hist.*	Injury*	Modality*	Meds*
Rehab*	Limit*	Service*	Notes/Staff/Msg*	Concuss*	Ref*	Insure*	Emer*	eFiles*	FM Evals	Strength*	Comments*
Notes/SOA	AP* St	aff Forms*	Secure Messages* Add Edit	Сору	elete	Refresh	Scro	ll Down	Scroll Up		
Note Date		Note	уре			Comment					
08/10/2021		SOAP	Note			S: O: Bony P	alpation S	oft palpation	AROM		
04/23/2021		Daily 1	lote			Medical Histo	ory/Athleti	Trainer Eval	luation: Revie	wed Hi	

#### **Concussion**:

Utilize the concussion tab to track your concussions for any of your athletes. To make full use of the module, make sure to save the header information. That will ensure that you have all of the tabs that are associated with the concussion module.



### Referral:

Referral allows you to track when you send an athlete to the doctor. You are able to directly send the physician the a referral letter, why you are sending them.

Athl	ete - Dav	ris, Crash															
Athlete	Teams	Addr.	Other	Communi	cations	Add	it. Info	A	ad. Eligi	bility	M	ed Hist.*	Injury*	м	lodality*	Med	s*
Rehab*	Limit*	Service*	Notes	/Staff/Msg*	Conc	uss*	Ref*	Ir	isure*	Eme	e <b>r</b> *	eFiles*	FM Eva	ls	Strength	h*	Comments*
			Add	Edit	Сору	D	elete	R	efresh	S	croll	Down	Scroll Up				
Date		Injury								Pro	vide	r					
08/16/2021		Chest	Contusion	- Left - Ches	t/Ribs					Orth	торе	dic Clinic					

### Insurance:

Insurance tab, allows you to add, edit view the information contained. You can see the cards the athletes have uploaded, or you have uploaded for them.

Athlete - Davis, Crash					
Athlete Teams Addr. Other Con	munications Addit. In	fo Acad Eligibility N	1ed Hist.* Injury* M	Iodality* Meds*	
Rehab* Limit* Service* Notes/Staff/N	Isg* Concuss* R	tef* Insure* Emer*	eFiles* FM Evals	Strength* Comments*	
□ No Primary Insurance					
Add	Copy Delete	e Refresh Scrol	I Down Scroll Up		
Company Payor #	Тур	Plan	ID No	Group No	
Blue Cross Blue Shield 1	Medical - HMO	SEcondary coverage	852369741		
	Return to Athlete	Athlet	te Insurance	Date Created: 02/02/2021	
	Athlete Davi	is, Crash	~	Policy Holder Info	ormation
	Payor # 1	(1=Primary)	Disable for Billing	Copy Athlete Info Se	If Insured
	Company Blue	Cross Blue Shield - Philadelp	hia, pa 🗸 🗸	Name Secondary	Insurance
	Ins Type Med	ical - HMO	~	First	MI Last
	Phone			DOB	
	Plan Name SEco	ondary coverage		Gender Gender	~
	Plan Type		~	Street	
	Сорау			C/S/Z	
	ID # 8523	69741		Phone	
	Group #		Pre-Cert Required	SS#	
	Policy Start 2/1/2	021		Policy Holder Relation	~
	Policy End 7/31/	2021		Signature On File	· · · · · · · · · · · · · · · · · · ·
	Deductible \$	60.00		Employer	
	or			Name Email	
	Notes (Max 1000 char	acters)		Address PCP Name	
				PCP Phone	
				PGP Phone	
	Card Front Ba	ck Front/Back Upload			

#### **Emergency Contact:**

Ability to add, edit or change emergency contact information. The contact order does tie to the FCC, as well as the order the athlete would like them called in.

eams Addr.	Other Communica	tions Addit. Info	Acad. Eligibility M	ed Hist.*	Injury* Mo	dality* M	leds*
imit* Service*	Notes/Staff/Msg*	Concuss* Ref*	Insure* Emer*	eFiles*	FM Evals	Strength*	Comments*
Add	Edit Copy	Delete Ema	il Refresh	Scroll Down	Scroll U	p	
Contact Name / Rela Employment	tionship / Email /	Phone #s	Notes				
annie girl friend oe@kefferdevelopme Not Employed	nt.com	Primary: Cell:1234567 Work:	'89				
	imit* Service* Add Contact Name / Rela Employment Innie jirl friend be@kefferdevelopme	imit* Service* Notes/Staff/Msg* Add Edit Copy Contact Name / Relationship / Email / Employment Innie jirl friend be@kefferdevelopment.com	imit* Service* Notes/Staff/Msg* Concuss* Ref* Add Edit Copy Delete Ema Contact Name / Relationship / Email / Employment Primary: inf friend Cell: 1234567 be@kefferdevelopment.com Work:	imit* Service* Notes/Staff/Msg* Concuss* Ref* Insure* Emer* Add Edit Copy Delete Email Refresh Contact Name / Relationship / Email / Employment Primary: i/i friend Cell:123456789 work:	imit* Service* Notes/Staff/Msg* Concuss* Ref* Insure* Emer* eFiles* Add Edit Copy Delete Email Refresh Scroll Down Contact Name / Relationship / Email / Employment Phone #s Notes Innie Primary: ini friend Cell:123456789 be@kefferdevelopment.com Work:	imit* Service* Notes/Staff/Msg* Concuss* Ref* Insure* Emer* eFiles* FM Evals Add Edit Copy Delete Email Refresh Scroll Down Scroll U  Contact Name / Relationship / Email / Employment Primary: inf friend Cell: 123456789 be@kefferdevelopment.com Work:	imit* Service* Notes/Staff/Msg* Concuss* Ref* Insure* Emer* eFiles* FM Evals Strength*          Add       Edit       Copy       Delete       Email       Refresh       Scroll Down       Scroll Up         Contact Name / Relationship / Email / Employment       Phone #s       Notes         Innie       Primary:         idi friend       Cell:123456789         be@kefferdevelopment.com       Work:

### <u>eFiles</u>:

The eFile area allows you to access all of the documents that are tied to the athlete. Anything that has been uploaded by you or them, any form they have completed, access to the paperwork list( customize that), and when they have been in the system. eFiles will let you see and manage all of the files for that athlete.

Athl	Athlete - Davis, Crash															
Athlete	hlete Teams Addr. Other Communications Addit. Info Acad. Eligibility Med Hist.* Injury* Modality* M											Meds*				
Rehab*         Limit*         Service*         Notes/Staff/Msg*         Concuss*         Ref*         Insure*         Emer*         eFiles*         FM Evals         Strength*         Comments*																
Electronic	Electronic Documents*       Paperwork*       Athlete Forms*       Athlete Portal Dates & Login History         Add       View       Edit       Delete       Ernait       - Covid       Refresh       Scroll Down       Scroll Up															
Date			nent Desc												J	
09/23/2021		test														
08/17/2021		AG Su	bmission S	Sent												

Use the other tabs of the eFile area to manage all aspects of the paperwork and forms. See page 9 & 10 for full explanation of what is contained in those areas.

### FM Evals:

Ability to add and edit the functional movement evaluations.

Athl	ete - Dav	/is, Crash															
Athlete	Teams	Addr.	Other	Communic	ations	Ado	lit. Info	Acad. Eligi	bility	M	ed Hist.*	Injury*	N	lodality*	М	eds*	
Rehab*	Limit*	Service*	Notes	/Staff/Msg*	Conci	uss*	Ref*	Insure*	Eme	er*	eFiles*	FM Eva	s	Strengt	h*	Com	ments*
						A	٨dd	Refresh									

### Strength:

Allows you to enter strength training exercises that may not pertain to rehab exercise. This allows you the ability to have a S&C coach enter information. Copy allows you to copy a day, copy plus to a specific day. Copy to athlete you can copy to a different athlete what you did with the athlete you are on. Copy to team allows you to copy the session for the entire team.

Athl	ete - Dav	ris, Crash													
Athlete	Teams	Addr.	Other	Communic	ations	Add	lit. Info	Acad. Eligil	bility	Me	ed Hist.*	Injury*	Modality*	leds*	
Rehab*	Limit*	Service*	Notes	/Staff/Msg*	Concu	JSS*	Ref*	Insure*	Emer	*	eFiles*	FM Evals	Strength*	Com	ments*
Main* Max Weights Strength Profile															
Add	Edit	Delet	e C	Сору	ору+	Co	opy to Athl	lete	opy to Te	am	Refr	resh Sc	croll Down	Scroll	Up
Session Da	ate	Reaso	n					Attended							
04/09/2021		Build N	luscle					False							

### Comments:

Any extra comments you would like to have in the profile for the athlete can be entered here. This tab, has no connection to their athlete portal, the will not be able to see what it entered here.

Ath	lete - Dav	vis, Crash												
Athlete	Teams	Addr.	Other	Communic	ations	Add	lit. Info	Acad. Eligi	bility	Me	ed Hist.*	Injury*	Modality*	Meds*
Rehab*	Limit*	Service*	Notes	/Staff/Msg*	Conci	uss*	Ref*	Insure*	Eme	r*	eFiles*	FM Evals	Strength*	Comments*
Scroll Dov	wn	croll Up												